



Savannah River Technology Center

Administrative Plan For Employee Training Plans (ETPs)

SRTCAPEP.X0100
Revision 00

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This document supercedes the following documents:

- SRTCTRPL-Y0000, Rev. 01 "Savannah River Technology Center Training Plan"
- WEMAPETP.X0100, Rev. 00 "Waste & Environmental Management Administrative Plan for Employee Training Plans (ETPs)"

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1.0 PURPOSE

This document establishes the administrative process for the Savannah River Technology Center (SRTC) Employee Training Plans (ETPs).

2.0 SCOPE

The provisions of this Administrative Plan apply to individuals in SRTC for whom an Employee-Training Plan (ETP) has been established and are not covered under an approved Training Plan or Training & Qualification Program Description.

ETPs are developed by using the Automated Qualification Matrix (AQM) and by using the PADP for SRTC employees who are not nuclear facility operators, operations supervisors or nuclear support personnel (e.g. maintenance, RadCon technicians, training organization personnel and tech staff personnel).

ETPs are to include site-level regulatory training requirements, facility specific requirements, and position specific requirements, as appropriate.

3.0 GENERAL

- 3.1 SRTC personnel with ETPs are selected for their positions by meeting entry-level requirements associated with the approved job descriptions.
- 3.2 SRTC management, in consultation with the individual, determines the specific training requirements that meet company business priorities, support professional development, is consistent with the employee's position description.
- 3.3 ETPs are a management tool for ensuring completion of regulatory training and training in specific subject matter to support professional development and to meet company business priorities.
- 3.4 ETPs developed within SRTC are based on requirements and guidance in:
 - 3.4.1 DOE Order 414.1 *Quality Assurance*,
 - 3.4.2 DOE/RW-0333P *Quality Assurance Requirements and Description*,
 - 3.4.3 WSRC 4B *Training and Qualification Program Manual*,
 - 3.4.4 WSRC-IM-97-00024, *Conduct of Research & Development, Savannah River Technology Center*.

4.0 RESPONSIBILITIES

- 4.1 Department/Section Managers
 - 4.1.1 Establish and maintain the following expectations:
 - 4.1.1.1 Employees are to complete training by the due dates provided by the training coordinator.

- 4.1.1.2 Employees are not to perform task unless the required training for the task is completed by the due date.
- 4.1.2 AQM is maintained to reflect the required training for the assigned employees.
- 4.2 Immediate Manager of Employee
 - 4.2.1 Ensure that personnel are trained before assigning the employee to perform job requirements.
 - 4.2.2 Ensure employees complete training by the due dates provided by the training coordinator.
 - 4.2.3 Assist the Training Coordinator in maintaining AQM to reflect the required training for the assigned employee.
- 4.3 Training Coordinator
 - 4.3.1 SRTC R&D Training Coordinators are to manage the AQM in accordance with the SRTC R&D Automated Qualification Matrix (AQM) Guidance Document (SRT-BM-2003-001, Rev 01).
 - 4.3.2 SRTC LSD Training Coordinators are to manage AQM per the direction provided by the LSD Facility Training and Support Manager or the SRTC Support Services Manager.
- 4.4 Employees
 - 4.4.1 Complete training as directed.
 - 4.4.2 Notify management of changes in training requirements.

5.0 RECORDS

- 5.1 Record Requirements
 - 5.1.1 Auditable records of an individual's participation and performance in the training courses, or exception(s) granted from these course(s) shall be maintained according to WSRC Procedure Manual 4B. SRTC Support Services will maintain SRTC Program Records; Site Training Records will maintain individual training history records.

6.0 REFERENCES

- 6.1 WSRC Procedure Manual 4B Training and Qualification Program Manual
- 6.2 DOE Order 5480.20A Personnel Selection, Qualification, and Training Requirements for DOE Nuclear Facilities.